King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 5 **Intake, Transfer and Release**	
5.02.004, Booking	Approved By:	Deputy Director Steve Larsen
	Effective Date:	March 27, 2023
	Reviewed By:	PRC Committee, ITR Captain
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Policy
It is the policy of the Department that inmates shall not be detained without proper legal authority.

Purpose
To establish procedures for staff booking inmates into department facilities.

References

Department Policies:
- 3.01.011, Health Precaution Codes
- 4.01.009, Inmate Wristbands
- 4.02.005, Search of Inmates
- 4.03.006, Pepper Spray
- 4.03.009, Restraints
- 4.03.014, Use of Force
- 4.03.016, Inmate Escorts
- 4.03.018, Taser CEW Conducted Electrical Weapon
- 5.01.002, Body Scanner Screening
- 5.02.003, Booking of Foreign Nationals
- 5.02.011, Juvenile Transfers
- 5.02.014, Fingerprints, Imaging and DNA Collection
- 5.02.017, ICE Detainers and Administrative Warrants, Gathering Immigration Related Information and Consular Notifications/Access, and Access to Inmates and Records by Federal Immigration Authorities
- 5.05.001, Inmate Property Room and Storage
- 6.01.003, Hazard Identification Codes
- 6.03.011, Adult Age-Out Inmates
- 8.04.001, Religious Practices

King County Ordinance 17886

Department Forms:
- Booking Packet
- Property Form
- Strip Search Form
- Jail Health Receiving Screening Form

Permit for Eyeglasses/Dentures
Superform

A. General Guidelines

1. Types of charges inmates may be booked into custody for include, but are not limited to:
   a) Felony Investigation
   b) Misdemeanor Direct Charges (subject to any current booking restrictions)
   c) Fugitive Holds
   d) Bench Warrants
   e) Commitments
   f) Court Remands
   g) Federal Holds (does not include Immigration Detainers following policy 5.02.017, Ice Detainers)
   h) Temporary/In-transit Bookings
   i) Bail Bond Surrenders
2. Inmates with special custody or critical placement needs shall have priority over all other bookings.
3. All allowed charges and confirmed, extraditable warrants shall be booked.

- **Booking Procedures:**
  - Booking and Release Manual